## **Reach Alert**

Instructions for creating and activating an account to receive City of Attica related notifications

- In your internet browser, type in: www.reachalert.com
- Click on "Login"
- Begin Creating an Account
- Enter First name
- Enter Last name
- Pick a Language
- NEXT: Contact Info ->->->
- Enter your phone #
- How would you like to receive notifications from the city of Attica? Pick from dropdown
- Text Message
- Voice message
- Email address -> fill this in if you would like to receive notifications via email
- NEXT: Password ->->->
- Create a password
- Retype password
- Network name—Attica
- Choose one of the following/Pick which applies to you
- Resident
- Business
- Create my account
- You will receive a text, email or voice call w/4-digit code to Validate, enter that code once you receive it, this will complete the activation of your account.

Call the Clerk's Office, M-F, 8-4 at 765-762-2467 if you need help setting up your account or have further questions.

Examples of possible notifications:

Delay in trash pick-up \* Upcoming events \* Emergency notifications such as a boil order\* Hydrant flushing